

## 6.12. DATE TIME AND PLACE FOR ORDINARY COUNCIL MEETINGS IN JANUARY, FEBRUARY AND MARCH 2024

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**DEPARTMENT** Governance

### RECOMMENDATION

That Council, in accordance with s 254B of the *Local Government Regulation 2012 (the Regulation)*, adopt and publicly notify the following schedule of Ordinary Council Meetings for the months of January, February and March 2024:

DAY	DATE	TIME
Tuesday	23 January 2024	10:00AM
Tuesday	26 February 2024	10:00AM
Tuesday	12 March 2024	10:00AM

### EXECUTIVE SUMMARY

Council is required to adopt and publicly notify the date, time and place of its Ordinary Council Meetings for the months of January, February and March 2024.

### BACKGROUND

Council is required on an annual basis to publish on the website notice of the days and times when its Ordinary Council Meetings will be held. Section 257(1) of the *Local Government Regulation 2012* states that Council must meet at least once in each month.

Ordinary Council Meetings are usually held on the last Tuesday of every month commencing at 10:00am, unless otherwise stated.

Electoral Commission Queensland have indicated that the election notice will be issued on 29 January 2024 in advance of the 16 March 2024 quadrennial Local Government Elections.

### COMMENTS

If the meetings are held on the last Tuesday of each month, Ordinary Council Meetings in January and February 2024 will fall within the period that Council has entered the Caretaker period in the lead up to the election. Further, a meeting in the last week of March 2024 would occur beyond the election.

It is suggested that the January meeting be conducted in the week prior to the caretaker period commencing, on Tuesday 23 January 2024. The February meeting could occur on the last Tuesday in February, on 27 February 2024.

As Council is required to hold a meeting once every month, it is suggested the March meeting be held on 12 March 2024, with a shortened agenda to accept the minutes of the February meeting.

The meetings in February and March 2024 will be conducted in accordance with Council's Caretaker Period policy.

Following the election on 16 March 2024, the new Council will determine meeting dates for the remainder of 2024 in accordance with s 256 of the Regulation.

## PROPOSAL

That Council adopt the following Ordinary Meeting Dates for January, February and March 2024:

Table 1.

DAY	DATE	TIME
Tuesday	23 January 2024	10:00 AM
Tuesday	26 February 2024	10:00AM
Tuesday	12 March 2024	10:00AM

## FINANCIAL/RESOURCE IMPLICATIONS

Council meetings are a fundamental part of Councils operations and accordingly all aspects of Council Meetings are factored into the Annual Budget.

## RISK MANAGEMENT IMPLICATIONS

**Failure to comply with statutory and legal organisational obligations and responsibilities:**

Council has an adequate Governance Framework in place to ensure compliance with all State and Federal legislation and regulations. Without this, Council is at risk of not complying with legislation.

## SUSTAINABILITY IMPLICATIONS

**Economic:** Nil

**Environmental:** Nil

**Social:** Nil

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

### Corporate Plan 2019-2024 Initiatives:

#### Theme 5 - Robust Governance and Efficient Service Delivery

Strong governance and financial management are the foundations of the way in which Council will conduct its business and implement the initiatives of the Corporate Plan.

**Goal 1 - We will conduct Council business in an open and transparent manner with strong oversight and open reporting.**

### **Operational Plan 2023-2024 Actions:**

Legislative requirement.

### **COUNCIL'S ROLE**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

**Regulator** Council has a number of statutory obligations detailed in numerous regulations and legislative Acts. Council also makes local laws to ensure that the Shire is well governed. In fulfilling its role as regulator, Council will utilise an outcomes based approach that balances the needs of the community with social and natural justice.

### **CONSULTATION**

**Internal:** Chief Executive Officer and discussed with Councillors at a workshop on 21 November 2023.

**External:** Nil

### **COMMUNITY ENGAGEMENT**

Nil

### **ATTACHMENTS**

Nil